

State of Nevada IT Project Oversight Committee

Meeting Minutes for April 6, 2006

+ ITPOC
Facilitator: Kathy Ryan
Recorder: George Trennin
Date: April 6, 2006
Time: 1:30 PM
Location: State Library Executive Board room

Attendees

Members	Attend ✓	Guests
Roberta Roth, UCCSN	✓	
Kathy Ryan, DoIT	✓	
Dave McTeer, Admin		
John Stewart, NDOT	✓	
Janet Pirozzi, DETR	✓	
Kathy Comba, DPS		
George Trennin, DoIT	✓	
Tom Joseph, DMV	✓	

Minutes –

The minutes from the 03/2/06 meeting were reviewed and approved.

Agenda Items and Discussion

1.	SOS Statewide Voter Registration System: The committee reviewed the monthly report and examined items #7, #8, and #9 of the attached Risk Management Report which outlined the chief causes of the delays which included vendor miscommunication, security concerns, and HAVA compliance deadline breaches. The committee will continue to monitor the situation.
2.	The Project Delivery Framework and Standard: The final version of the Project Delivery Framework Definition and Standard were reviewed and accepted by the committee to go forward for NITOC approval. Impact statement for NITOC will be prepared and reviewed by committee members via email approval prior to the next ITPOC & NITOC meeting.
3.	Welfare Nevada Child Care System (NCCS) Project: The committee reviewed the monthly reports and did not express any concerns or issues. However, the project is expected to actively reinstate during the month of June and more detail will be forthcoming at that time.
4.	Dept of Corrections Offender Tracking System project (NOTIS) (Pre-Implementation) The committee reviewed the monthly report and examined the completed Integrated Project Plan in its entirety. Although this month's Integrated Project Plan indicates 14% completion, that figure is expected to be over 25% by next month due to the expected completion of large blocks of work.

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5.	Agriculture Weights & Measures Licensing and Payment project (Solicitation) The committee reviewed the monthly report and learned that the necessary funds to go forward have been approved by IFC. The project is proceeding into the Implementation phase.
6.	PUCN Electronic Filings and Records Management project (Implementation): The committee reviewed the monthly report and noted there continue to appear to be discrepancies in the project completion end dates. Another inquiry will be made to the project manager to obtain further clarification. Otherwise, the project appears to be making good progress and there are no project concerns at this time.
7	Education Bighorn (SAIN) project: The committee did not obtain a monthly report; however, did receive acknowledgement by the SAIN project manager that sole source approval efforts and resources needed to address the recently coordinated corrective action plan for Phase III had temporarily precluded them from submitting the monthly report. The committee did review portions of the Phase III Quality Audit Report to understand the overall areas of concern expressed during the Bighorn Phase III TIR and sole source request. Once the corrective action plan has been approved, George Trennin will work with Shawn Franklin, the SAIN project manager, on resolving the issues outlined in the Quality Audit Report and the corrective action plan.
8.	Taxation Unified Tax (Phase II) project: The committee reviewed the monthly report for Phase II and did not have any questions. The committee requested that George Trennin work with the UTS project manager on the Phase III Integrated Project Plan. George indicated that the Integrated Project Plan should cover all 4 Phases so that overall metrics can be captured and conveyed in the future.
9.	DoIT Microwave project: The committee reviewed the monthly reports and noted that Phase 2A is complete and warrants a closeout report. However, the current monthly report might function as the closeout report. Otherwise, the committee did not express any concerns or issues.
10.	Wildlife Licensing project: The committee reviewed the monthly report and did not raise any concerns at this meeting.
11.	MHDS AIMS to AVATAR Upgrade project Phase 3: The committee reviewed the monthly report and had no questions.
12.	DCFS/DHHS AVATAR Project: The committee reviewed the monthly report and had no questions.

Action Items¹

¹ Action Item: A commitment to complete an action or an assignment.

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Item No.	Date Opened	Description	Assigned To	Status	Date Closed
75.	4/1/04	PROCESS IMPROVEMENTS: Review all ITPOC PSPs and update as needed. Look at consolidation. Some new forms have been added and one has been deleted. The PSPs need to reflect these changes. Develop a template and guide for contingency plans. Reference guides need to be developed for the Project Closeout report and the Deliverables Payment Schedule.	GEORGE	Ongoing	
147.	03/02/06	PUCN EFRM project – request clarification on the 5 complete on the Implementation and Definition & Analysis stages.	Kathy	Done	5/04/06
148.	03/02/06	NDE BigHorn project – request clarification on the scope of Phase 2 and inquire about the status of project planning for Phase 3.	Kathy	Done	5/04/06
149.	03/02/06	Tax UTS project - the committee requests an IPR for Phase III and the integrated project plan be submitted for the April meeting.	Kathy	In progress	

Decisions²

Item No.	Decision	Date

Approved By

Signature	Name	Role	Date

² *Decision:* Reaching a conclusion... particularly in response to a course of action.